

Check-In Area Responsibilities

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Check-In Area Overview

Voting Operations Judges working at the Check-In area verify the eligibility of voters to vote either an electronic ballot on the Voting Unit or a Provisional (paper) Ballot. To ensure the integrity of the election, Voting Operations Judges must ask each voter to state name, address, and day and month of birth as confirmation of identity and eligibility to vote in the precinct. Voting Operations Judges also identify voters who must vote a Provisional Ballot or referred to a Chief Judge for assistance. Voting Operations Judges issue Voter Access Cards and *Voter Authority Cards* to voters who use the electronic Voting Unit or *Voter Authority Cards* for voters who will vote a Provisional Ballot.

Pre-Election Set-up – (Monday Night) Electronic Pollbook Set-Up

All Election Judges must help to set up the polling place during the pre-election meeting on the Monday night before Election Day. Voting Operations Judges will set-up the Electronic Pollbooks and printers. Refer to *Electronic Pollbook Setup Procedure* for detailed instructions.

1. Verify that the Electronic Pollbooks cases you have received are labeled for your precinct (examine the luggage tag attached to the case).
2. Locate the *Electronic Pollbook Integrity Report* (located in the printer case). Working with a judge from a different political party, open the Electronic Pollbook cases by removing the red seals with scissors or pliers. Verify the outer red seal numbers on the Pollbook storage cases match the numbers pre-printed on the *Integrity Report*. If the seals' numbers match the numbers on the *Integrity Report*, discard the seals. If there is a discrepancy, notify the Chief Judges immediately.
3. Verify the State Asset Tag number printed on the label on the front of the Pollbook and the inner seal number on the top lid of the Pollbook match the numbers pre-printed on the *Electronic Pollbook Integrity Report*. If there is a discrepancy, notify the Chief Judges immediately.

DO NOT BREAK OR REMOVE THE INNER SEAL!

4. Complete the *Electronic Pollbook Integrity Report – Part 1: Opening Information*. Put your initials in Column 5 to certify that the numbers match. Give the Report to the Chief Judges for their signatures.
5. Open the **Green Supply Bag** and arrange the supplies from the **Check-In Table Packet**.
6. Follow the *Electronic Pollbook Setup Procedure*, the *Printer Setup Procedure*, the *Electronic Pollbook Startup Procedure* and the *Network Hub Setup Procedures*.
7. When you have completed all the procedures and verified that all equipment is functioning properly, turn off the Pollbooks and the printers but leave the power strip on. Leave everything set up for election morning.

Election Morning Set-up

1. Complete and use the name badges provided. Do **NOT** indicate your party affiliation on your badge. Indicate any additional language proficiency.
2. Sign in on the *Payroll Sheet* provided by the Chief Judge. **Be sure to sign in, or you will not be paid!**
3. Assist in setting up for the election as assigned by the Chief Judges, including:
 - Distributing supplies
 - Posting signs
 - Setting up tables
4. Use the *Electronic Pollbook Opening Procedure* to prepare the Electronic Pollbooks and printers for Election Day. Also, see *Chapter 5 - Using the Electronic Pollbooks on Election Day* for additional instructions.

During Voting Hours

The Voting Operations Judges' responsibilities include:

- Pleasantly greeting each voter and asking them to state full name, month and day of birth and address
- Using the Electronic Pollbook to look up and verify the voter's information in the precinct roster
- Printing the voter's *Voter Authority Card* (VAC)
- Asking the voter to verify the information printed on the VAC
- Instructing the voter to sign the VAC
- Initialing the VAC
- Creating a Voter Access Card for those voters qualified to vote on the Voting Unit
- Having the voter complete the *Voter Update Form*, if necessary
- Summoning a Chief Judge to assist Provisional voters if necessary

IMPORTANT REMINDER

Alphabetical breakdowns are not needed with Electronic Pollbooks.

A voter can be processed at **ANY** Check-In table.

Do **NOT** ask a voter to show ID unless marked in the precinct roster as "**ID Required**".

IMPORTANT REMINDER

If a voter's identity is challenged, do NOT process this voter. Summon a Chief Judge immediately.

The Chief Judge will inform the Voting Operations Judge if the voter can be issued a Voter Access Card and vote on a Voting Unit or if the voter needs to vote by Provisional Ballot.

Procedures for Checking In a voter:

1. Ask **"What is your full name and month and day of birth?"**

- Repeat the name. Using the stylus, locate the voter's name in the precinct roster on the Electronic Pollbook.

Use the **4-3 method** and date of birth to search for the voter:

- first four letters of the voter's last name
- first three letters of the voter's first name
- 2 digit month and 2 digit day DATE OF BIRTH

- When you have found the voter in the precinct roster, tap on the voter's name to bring up the **"Voter Record"** screen **before** proceeding to Step #2. [NOTE: the Voter Record Screen will display the "Voter Details" tab.]
 - If you can not find the voter's name, confirm the spelling of the voter's full name. Refer to *Chapter 5 - Using the Electronic Pollbooks on Election Day* for instructions on searching the **STATE ROSTER**, searching by **STREET ADDRESS**, by **BIRTH DATE**, or by **ZIP CODE**. If the voter's name cannot be found after additional searching, the voter must use a Provisional Ballot.
2. Ask **"What is your address?"** Compare the voter's response with what is shown on the voter's **"Voter Record"** screen. Tap on the **"Go Back"** button if you have selected the wrong voter.

If the voter's information is marked **"Confidential,"** do **NOT** ask the voter to provide their address.

If the stated address does not match the address in the Pollbook, ask if and then when the voter moved.

- If the voter moved 21 days or less before Election Day: [Note: for the Primary Election, the voter must have moved March 13th or after. For the General Election, the voter must have moved October 16th or after.] Complete the top section of the *Voter Update Form* as the information appears in the Pollbook. Ask the voter to complete the change of address portion of the *Voter Update Form* and sign the form.
- If the voter moved 22 days or more before Election Day, the voter must vote a Provisional Ballot. (Note: for the Primary Election, the voter would have moved March 12th or before. For the General Election, the voter would have moved October 15th or before.) Do not complete a *Voter Update Form*.

3. Check the “**Status**” box on the “**Voter Record**” screen for the voter:
 - If “**Active**” is shown **proceed to Step #5.**
 - If “**Inactive**” is shown ask the voter to read and sign the *Affirmation of Residency for Inactive Voter* on the *Voter Authority Card (VAC)* before giving the voter a Voter Access Card.
 - If “**Pend1**” or “**Pend2**” appears, **proceed to Step #7B.**
4. Check the “**Issued**” box on the “**Voter Details**” screen for this voter.
 - If blank or “**None**” appears, **proceed to Step #6.**
 - If “**ABS Issued**”, “**TS Issued**”, “**PROV**”, or “**Voted Early**” appears, inform the voter that they are marked as having been issued a ballot. Even if the voter claims they did not receive the Absentee Ballot or decided not to vote by Absentee Ballot, they can only vote by Provisional Ballot. **Proceed to Step #7B.** If the voter insists that they have not already voted or attempted to vote summon a Chief Judge immediately.
5. Check the “**ID Required**” box on the “**Voter Details**” screen for this voter.
 - If the “**ID Required**” box is blank, **proceed to Step #7A.**
 - If an “**Active**” voter is listed as “**Show ID,**” ask the voter for ID. If the voter:
 - Presents an acceptable form of ID (see *Standards for Acceptable Forms of ID on next page*), record the ID information on a *Voter Update Form* in the *Identification Information* section. **Proceed to Step #7A.**
 - or
 - Does not present an acceptable form of ID, **proceed to Step #7B.**

Standards for Acceptable Forms of ID

A “current” photo ID is an ID that has not expired A “current” non-photo ID is dated within 3 months of the date the ID is presented.	Does the voter’s name on the ID have to match the precinct register or the new name on the <i>Voter Update Form</i> ?	Does the voter’s address on the ID have to match the precinct register or the new address on the <i>Voter Update Form</i> ?
A current Maryland driver’s license	Yes	No
A current MVA-issued photo ID card	Yes	No
A current student photo ID card	Yes	No
A current employee photo ID card	Yes	No
A current military photo ID card	Yes	No
A current passport	Yes	No
Other current State or federally-issued photo ID card	Yes	No
A current utility bill [gas, electricity, water, waste, cable, telephone (land line or cellular)]	Yes	Yes
A current bank statement	Yes	Yes
A current government check	Yes	Yes
A current paycheck	Yes	Yes
Other current government document	Yes	Yes
An out-of-state driver’s license	Not Acceptable	
An expired photo ID card	Not Acceptable	
Any non-photo ID that is more than 3 months old	Not Acceptable	
A membership card (Sam’s Club, gym, etc.)	Not Acceptable	
A Voter Notification Card	Not Acceptable	
A Social Security Card	Not Acceptable	
Any non-photo ID with an address that does NOT match the precinct register or the new address on the <i>Voter Update Form</i>	Not Acceptable	

6. Complete the Check-In process for the voter:

A. Qualified to vote on the Voting Unit:

- Tap the “**Issue Voter Access Card**” button with the stylus.
- Tap to select the “**Audio Ballot (VIBS)**” option if the voter wants to vote using the audio ballot.
- Tap the “**Create Voter Access Card**” button.
- Follow the instructions on the screen to insert a Voter Access Card into the slot.
- Remove the *Voter Authority Card* (VAC) after it prints. Leave the Voter Access Card in the slot.

Problem: The *Voter Authority Card* tears or jams as it is being printed.

Solution:

- Press the “Feed” button on the printer to remove torn or jammed paper.
- Press the “Reprint” button to reprint the Voter’s *Voter Authority Card*.
- If a second copy of the voter’s *Voter Authority Card* does not print after pressing the “Reprint” button on the printer, refer to *Chapter 5 – Using the Electronic Pollbook on Election Day* for detailed instructions on another method for printing the *Voter Authority Card*.

- Ask the voter to verify the printed information and sign the VAC.
- If the voter:
 - Needs to make a correction, write “For Correction Only” on the *Voter Update Form*. Have the voter print the correct information and sign the form. Circle the correct information.
 - Needs to make a change to their name, date of birth, address, or party affiliation; ask the voter to complete and sign the *Voter Update Form*.

If the voter makes a change to their address, and can not check box that moved less than 21 days ago, summon a Chief Judge immediately.

- Was listed as “Inactive,” be sure that the voter reads and signs the *Affirmation of Residency for Inactive Voter* statement found on the VAC.
- Initial the voter’s VAC.
- Remove the Voter Access Card from the slot.
- Give the voter the VAC and Voter Access Card.
- Direct the voter to the Voting Unit area.

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B. Qualified to vote a Provisional Ballot:

- Tap the “**Issue Paper Provisional Ballot**” button; the **Select Ballot Screen** will appear.
- On the “Select Ballot Reason” line, tap “Click dropdown to select reason”. The provisional reason codes appear on the dropdown menu. Select the provisional ballot reason code. **Refer to chart below.**

Entering the correct reason code is important. The Provisional Judge must indicate this code on the voter's *Provisional Ballot Application*. **NOTE:** the Pollbook will accept only one Provisional Ballot Reason Code. If there is more than one reason the voter must vote provisionally, write the additional Reason Code(s) on voter's VAC after it is printed.

REASON CODE	SITUATION/REASON
1	Not listed on the precinct roster
2	Listed but indicated a change of address
3	Listed but claims a different party affiliation (primary election only)
4	Listed as “ABS Issued”, “TS Issued”, “ PROV”, or “Voted Early”
5	Listed as “Show ID” and unable to provide sufficient ID
6	Listed as “Pend1” (“Show ID” on Voter Details screen)
7	Listed as “Pend2” (“Need DL#/SSN#” on Voter Details screen)
8	Challenged by a poll watcher and could not provide acceptable form of ID
9	Other (please tell Provisional/Chief Judge the reason)
10	Voted during extended hours

Use **Reason Code 9** when voter is not found in the Electronic Pollbook.

- Press the “**Issue Provisional Ballot**” button. The Voter Authority Card (VAC) will print.
- Ask the voter to verify the printed information and sign the VAC.
- Initial the voter's VAC. Give the VAC to the voter.
- Direct the voter to the Provisional voting area.

Other Procedures during the day at the Check-In Area

Instructions for the following procedures are found in *Chapter 5 – Using the Electronic Pollbooks on Election Day*:

- Looking up the correct polling place for a voter's address
- Checking the status of the Voter Access Card
- Encoding a second Voter Access Card
- Changing an incorrectly issued ballot
- Printing another copy of a *Voter Authority Card*
- Print voter turnout information (for the *Precinct Unofficial Turnout Report*)

Voters Who Cannot Sign VAC, Voter Update Form, or Any Other Form

If a voter is unable to sign the VAC, *Voter Update Form*, or any other form, ask the voter to make an “X” or similar mark on the signature line. This mark is acceptable as that individual’s signature.

If the voter is unable to make a mark:

- Write the following statement on the back of the voter’s form: “Voter is qualified to vote but is unable to sign name.”
- Sign your name and write the date under the statement.

Do NOT assume a voter cannot sign their own name. Follow regular Check-In procedures and inform the voter when a signature is required. Let the voter inform you if they cannot sign their name. If the voter is blind or is visually impaired, the voter may ask you to guide their hand to the location on the paper in order for the voter to sign. Provide the voter with the magnifying ruler, located in the Voting Operations Judges’ supplies, to use as a signature guide.

Voters Requiring Assistance

If a voter requests assistance, direct them to the Chief Judge to complete a *Voter Assistance Form*. (Refer to *Chapter 1 - General Information*).

Election Night – Closing the Polls

When the Chief Judge announces the polls are officially closed:

- Complete all steps in “*Closing the Electronic Pollbook*” Checklist.
- Pack all other Check-In supplies and return to the **Green Supply Bag**.
- Assemble all equipment and supplies for return to the Board of Elections by the Closing Judges on Election night.
- Assist in closing the polls according to the Chief Judges’ instructions.